

# **FECfile Training Agenda—Webinar Session**

**June 25, 2014**

## **Introductions**

### **FECfile Software**

- Version 8.1.0.1 build 1
- Different Views in FECfile – get acquainted with the software first – *Page 5 of the FECfile User Manual*
- Always save your information in the same place – either on a file on your server or on personal computer – all reports created are saved into **ONE (1)** .dcf file – *Page 4 of the FECfile User Manual*
- Subsequent sessions of FECfile – *Page 4 of the FECfile User Manual*

### **Using the Software – Step by Step Process**

- 1. Creating a Committee File** – *Page 3 of FECfile User Manual*
  - Create a Committee with any name and use the Cmte. ID: **C00258848**
  - Create Form 1 – just enter in Treasurer information
  - Importance of .dcf file – **NEVER LOSE**
- 2. Creating an FEC Form 3X** – *Page 8 of FECfile User Manual*
  - Select Assigned Report – **2014 May Monthly Report (4/1/14-4/30/14)**
  - Note: Dates will have to be made up based on coverage dates of report
- 3. Entering Receipts** – *Page 14 of FECfile User Manual*
  - Line 11(a)(i) – Contributions from Individuals
    - *Example: (Payroll Deductions)*

Full Name <b>John Wall Jr.</b>			Date of Receipt <b>4/3/14</b>
Mailing Address <b>601 F St NW</b>			Amount of Each Receipt This Period <b>\$3,000</b>
City <b>Washington</b>	State <b>DC</b>	Zip Code <b>20004</b>	
FEC ID Number			
Name of Employer <b>Washington Wizards</b>			
Occupation <b>Basketball Player</b>			
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other			Aggregate Year to Date <b>\$3,000</b>

- Line 11(c) – Contributions from Other Political Committees:

- Example:* (Lookup Function)

Full Name <b>Microsoft Corporation Political Action Committee</b>			Date of Receipt <b>4/15/14</b>
Mailing Address <b>16011 NE 36<sup>th</sup> Way</b>			Amount of Each Receipt This Period <b>\$5,000</b>
City <b>Redmond</b>	State <b>WA</b>	Zip Code <b>98073</b>	
FEC ID Number <b>C00227546</b>			
Name of Employer Occupation			
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other			
Aggregate Year to Date <b>\$5,000</b>			

- Line 15 – Offsets to Operating Expenditures (refunds, rebates, etc.)

- Example:*

Full Name <b>Marriott Hotel</b>			Date of Receipt <b>4/25/14</b>
Mailing Address <b>1331 Pennsylvania Ave NW</b>			Amount of Each Receipt This Period <b>\$2,000</b>
City <b>Washington</b>	State <b>DC</b>	Zip Code <b>20004</b>	<b>PAC Holiday Party Banquet Hall Refund</b>
FEC ID Number			
Name of Employer Occupation			
Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other			
Aggregate Year to Date <b>\$2,000</b>			

#### 4. Entering Disbursements – Page 18 of FECfile User Manual

- Line 21(b) – Other Federal Operating Expenditures

- Example:*

Full Name <b>Prestige Worldwide</b>			Date of Receipt <b>4/20/14</b>
Mailing Address <b>2500 Pennsylvania Ave NW</b>			Amount of Each Disbursement This Period <b>\$3,500</b>
City <b>Washington</b>	State <b>DC</b>	Zip Code <b>20004</b>	
Purpose of Disbursement <b>PAC Fundraising Consulting</b>		Category/ Type	
Candidate Name			
Office Sought: <input type="checkbox"/> House	Disbursement For:		
<input type="checkbox"/> Senate	<input type="checkbox"/> Primary	<input type="checkbox"/> General	
<input type="checkbox"/> President	<input type="checkbox"/> Other (specify)		
State:	District:		

- Line 23 – Contributions to Federal Candidates and Committees

- Example: Lookup Function

Full Name <b>Moran for Congress</b>			Date of Disbursement <b>4/21/14</b>	
Mailing Address <b>311 North Washington St., Suite 200L</b>			Amount of Each Disbursement This Period <b>\$2,600</b>	
City <b>Alexandria</b>	State <b>VA</b>	Zip Code <b>22314</b>		
Purpose of Disbursement <b>Contribution</b>		Category/ Type		
Candidate Name <b>James P. Moran, Jr.</b>				
Office Sought:	<input checked="" type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President	Disbursement For: <b>2014</b> <input type="checkbox"/> Primary <input type="checkbox"/> Other (specify)		
State: <b>VA</b> District: <b>08</b>				

- Line 29 – Other Disbursements

- Example:

Full Name <b>Friends of Patrick Hope</b>			Date of Disbursement <b>4/22/14</b>	
Mailing Address <b>415 N. Oxford St</b>			Amount of Each Disbursement This Period <b>\$1,000</b>	
City <b>Arlington</b>	State <b>VA</b>	Zip Code <b>22203</b>		
Purpose of Disbursement <b>Contribution to Non-Federal Candidate</b>		Category/ Type		
Candidate Name				
Office Sought:	<input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President	Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> Other (specify)		
State: District:				

## 5. Other Transactions (Optional)

- Transfers From/To:
  - Line 12 – Transfers from Affiliated/Other Party Committees
  - Line 22 – Transfers to Affiliated/Other Party Committees
- Debts
  - Line 10 – Other Debts Owed BY the Committee
- Memo Entries
- Memo Text
  - Clarification/additional information regarding the report
  - Clarification/additional information regarding a particular transaction
- Interest Received from a Bank
  - Line 17 – Other Federal Receipts (Dividends, Interest, etc.)

## 6. Closing and Uploading Your Report – Page 37 of FECfile UserManual

- Upload report with password provided – only time you can use this password: **radtest2**